



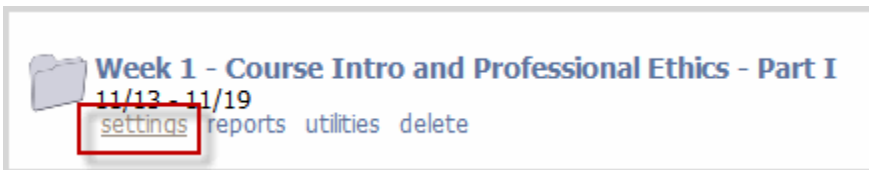
Updating Course Dates

Your course probably has several types of “dates” that need to be updated every semester. Most of these can be updated through the **Settings** link of an assignment, folder, page or other content that has a date associated with it.

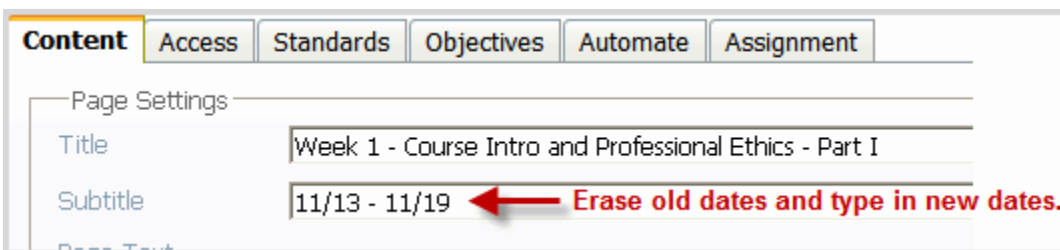
- **Informational Dates** are those found in the Subtitle field of an assignment or folder. These dates just provide information as to when an assignment is due, or when the module is to be worked on. Dates posted in the subtitle fields do not control the release of or access to content.
- **View Restriction Dates** are those found in the Access tab of an assignment or folder. These “Start” and “End” dates control when a link is available to students so they can access a particular piece of content such as a folder of content, drop box, discussion forum, link to a test, etc. The “Start” date controls when the link is available to students and the “End” date controls when the link goes away.
- **Delivery Setting Dates** are found in the Interaction tab of an Assessment (ANGEL 7.3 quiz/test) only. These control when a student can actually take an exam.

Updating Informational Dates (These are not release dates.)

1. To change the informational dates in the subtitle field of a folder or an assignment, click on the “Settings” link.

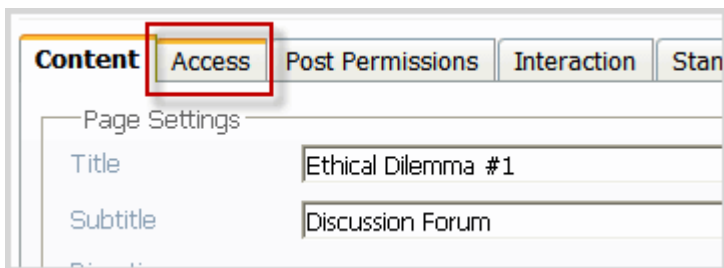


2. Delete the old dates in the Subtitle field and type in new dates. Remember to save your changes.



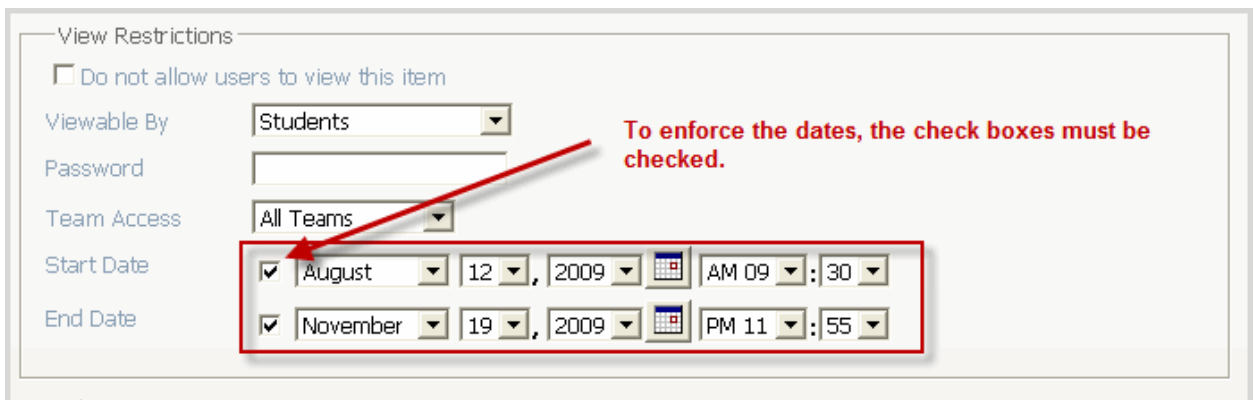
Updating View Restriction Dates

1. To change the view restriction date of an item of course content (such as a drop box, discussion forum, etc.), go to that item, click on the “Settings” link, then click the “Access” tab.



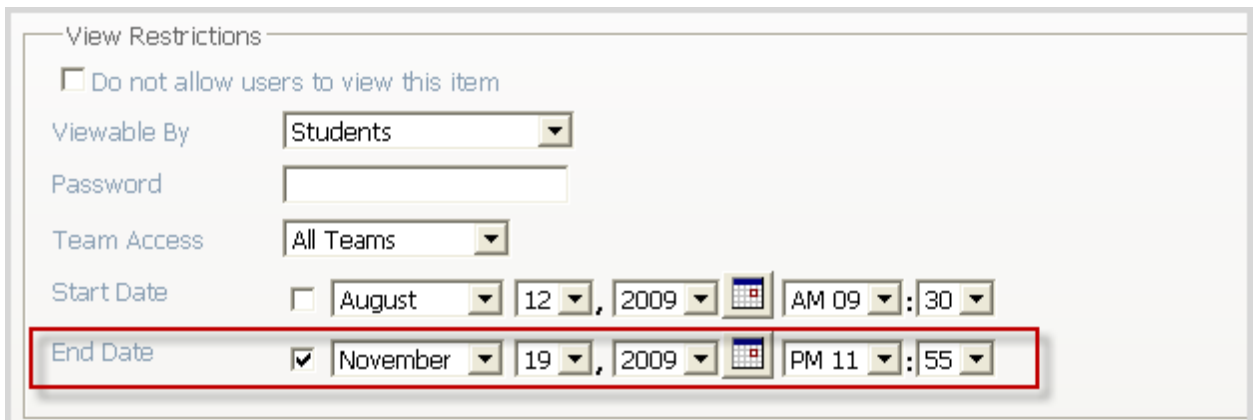
The screenshot shows a navigation bar with tabs: Content, Access (highlighted with a red box), Post Permissions, Interaction, and Stan. Below the tabs is a 'Page Settings' section with two rows: 'Title' with the value 'Ethical Dilemma #1' and 'Subtitle' with the value 'Discussion Forum'.

2. In the **View Restrictions** area, use the dropdown boxes to set the “Start” and “End” dates. These dates control when the link to the content is available to students so they have access to it.
3. To enforce these dates, the boxes in front of both the “Start” and “End” dates must be checked before clicking the Save button.



The screenshot shows the 'View Restrictions' section. It includes a checkbox for 'Do not allow users to view this item' (unchecked). Below are dropdowns for 'Viewable By' (Students), 'Password' (empty), and 'Team Access' (All Teams). The 'Start Date' and 'End Date' fields are highlighted with a red box. The 'Start Date' is set to August 12, 2009, AM 09:30, and the 'End Date' is set to November 19, 2009, PM 11:55. A red arrow points to the checkboxes in front of the dates, with a red text box stating: 'To enforce the dates, the check boxes must be checked.'

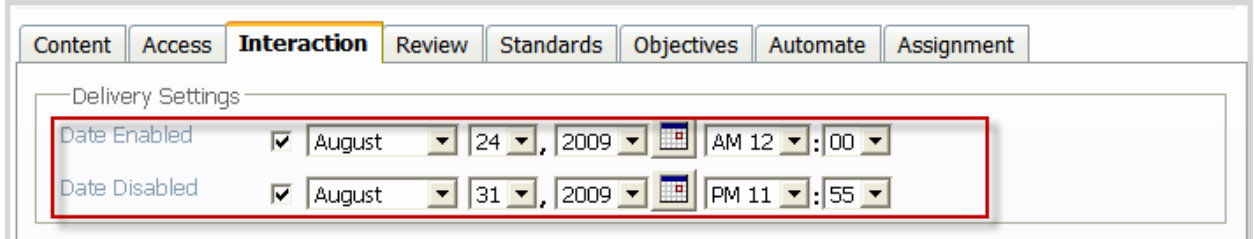
4. Many instructors opt to only enforce an “End” date. If you only wish to enforce the “End” date, ignore the Start date settings (making sure the checkbox is cleared) and just set the “End” date and checkbox. Then click the Save button.



The screenshot shows the 'View Restrictions' section. It includes a checkbox for 'Do not allow users to view this item' (unchecked). Below are dropdowns for 'Viewable By' (Students), 'Password' (empty), and 'Team Access' (All Teams). The 'Start Date' field is set to August 12, 2009, AM 09:30, but the checkbox in front of it is unchecked. The 'End Date' field is set to November 19, 2009, PM 11:55, and its checkbox is checked. The 'End Date' field and its checkbox are highlighted with a red box.

Updating Delivery Setting Dates (for 7.3 Assessments ONLY)

1. To set or change the dates for when an Assessment can be taken, go to the “Settings” link for the Assessment, and click on the “Interaction” tab.
 - a. Note - These dates affect when students have access to the “Begin Now” button, which allows them to take the assessment.
2. In the **Delivery Settings** section, set the dates to enable and then disable the assessment. Check the checkboxes to enforce the dates.
3. Make sure you save your changes.



The screenshot shows a software interface with a top navigation bar containing tabs: Content, Access, Interaction (highlighted), Review, Standards, Objectives, Automate, and Assignment. Below this is a section titled 'Delivery Settings'. Within this section, there are two rows of settings, each enclosed in a red rectangular box. The first row is for 'Date Enabled' and the second is for 'Date Disabled'. Each row includes a checked checkbox, a dropdown menu for the month (both set to 'August'), a dropdown for the day (24 for enabled, 31 for disabled), a dropdown for the year (both set to '2009'), a calendar icon, and a time selection dropdown (AM 12:00 for enabled, PM 11:55 for disabled).

Setting	Checkbox	Month	Day	Year	Time
Date Enabled	<input checked="" type="checkbox"/>	August	24	2009	AM 12:00
Date Disabled	<input checked="" type="checkbox"/>	August	31	2009	PM 11:55